

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET			
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER						
RECOMMENDED								
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKING TITLE Support Scientist					9. INCUMBENT (Optional)			
OFFICIAL								
10. TITLE Chemist								
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER	
GS	1320	31	09	MONTH/DAY/YEAR	YES NO		MS	
				4/22/2002				
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)								
1 st				5th				
2nd				6th				
3rd				7th				
4th				8th				
SUPERVISOR'S CERTIFICATION								
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.								
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date	
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title				
FACTOR EVALUATION SYSTEM								
FACTOR	25. FLD/BMK		26. POINTS		FACTOR	25. FLD/BMK		26. POINTS
1. Knowledge Required					6. Personal Contacts			
2. Supervisory Controls					7. Purpose of Contacts			
3. Guidelines					8. Physical Demands			
4. Complexity					9. Work Environment			
5. Scope and Effect					27. TOTAL POINTS			27.
Grade based on JFS for Professional Physical Science Work, GS-1300P (HRCD-4, 12/97)						28. GRADE		28.
CLASSIFICATION CERTIFICATION								
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.								
29. Signature /S/ MARILYN STETKA					30. Date 4/22/2002			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)								
32. Remarks: FLSA: E Nonsensitive/low risk FPL: GS-11 Standard Job #1320-09						33. OPM CERTIFICATION NUMBER		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				09	

B. MASTER RECORD

1. PAY	2. OCC.SER (4)	3. OCC FUNC.	4. OFF. TITLE CD	5. OFF. TITLE (38)							
GS	1320	31	0001	CHEMST							
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)		8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)	10. DT. CLASS (6)				
1=HQ 2=FLD		8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA		5=Mgmt. CSRA 6= Leader LGEG 8=All Others		X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO DA YEAR			
							04	22 2002			
11. EARLY RET. CD. (1)			12. INACT/ACT (1)		13. DT. ABOL. (6)		14. DT.INACT/REACT (6)		15. AGCY. USE (10)		
1=Primary 2=Secondary			3=Foreign Svc. Blank=NA		A I=Inactive A=Active		MO DAY YEAR		MO DAY YEAR		
16. INTERDIS. SER. (40)											
(4)		(4)		(4)		(4)		(4)		(4)	
17. INTERDIS. TITLE CD. (50)											
(5)		(5)		(5)		(5)		(5)		(5)	

C. INDIVIDUAL POSITION

1. FLSA CD. (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)		4. POS. SENS. (1)		5. COMP. LEV. (4)												
E E=Exempt N=Nonexempt		0 N 0=None 1=CD 219		3=SF 278 4=AD 392		A=Sched A B=Sched B		0=Excepted but not A, B, C												
						1N N 0=Nonsensitive 1=Noncritical		09XX												
6. WK. TITLE CD. (4)		7. WK TITLE (38)																		
8. ORG. STR. CD. (18)		9. VAC. REV. CD. (1)																		
1st 2nd 3rd 4th 5th 6th 7th 8th		0=Position Action No Vacancy A=No Change						B=Lower Grade C=Higher Grade												
								D=Different title and/or series E=New Position/New FTE												
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)						
				Blank=N/A Y=Yes		State (2) City(4) County 3				MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR						
														04 22 02						
18. GD. BASIS. IND. (1)						19. DT. REQ. REC. (6)		20. NTE. DT. (6)		21. POS. ST. BUD(1)										
1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG						4=Sup./Program 5=RGEG		7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use		MO DAY YEAR		MO DAY YEAR		Y=Perm N=Other						
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																				
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.					Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.					Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.					5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade					
															9=Other					
23. DT. EMP. ASGN. (6)			24. DT. ABOL. (6)			25. INACT/ACT (1)			26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)			28. INT. ASGN. SER. (4)			29. AGCY. USE (8)		
MO DAY YEAR			MO DAY YEAR			A 1=Inact. 2=Act.			MO DAY YEAR											
30. CLASSIFIER'S SIGNATURE									31. DATE											
32. REMARKS																				
Standard Job #1320-09																				

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Performs experiments which are designed to provide answers for specific research problem areas.

Searches literature for methods to meet assignment objectives.

Selects the proper methods and procedures according to the experimental design.

Carries out measurements and analyses by applying established chemical methods.

Analyzes the results according to established principles and procedures.

Modifies methods, if necessary, to solve problems or make improvements. Devises experimental protocols to help meet program objectives.

Writes periodic laboratory reports discussing experimental procedures and results.

Maintains official laboratory notebook in accordance with good laboratory practices.

Summarizes experimental results of completed projects in the form suitable as the basis for the first draft of written reports to scientific journals.

Organizes experimental progress in the form suitable for oral presentation or posters for scientific meetings.

Undertakes routine care, maintenance, and calibration of moderately complex laboratory instruments, e.g. centrifuges, UV-VIS spectrometer, HPLC instrument, ion-selective meter.

B. Evaluation Factors

1. Knowledge Required by the Position

A professional knowledge of the principles, theories, and practices of chemistry, physics, and mathematics including calculus.

A general understanding of biophysics and biochemistry approaches and knowledge of common laboratory methods and procedures.

Skill in calibrating, maintaining, and operating moderately complex analytical instruments sufficient to independently perform measurements and analyses.

Skill in obtaining accurate and valid results when analyzing and characterizing components of biological materials by their biophysical and biochemical properties.

Skill in evaluating established methods and making minor modifications.

Ability to organize and record experimental data and write reports.

2. Supervisory Controls

Work is assigned indicating the general objectives of the experiment, the nature of the analyses or measurements to be made, and priorities. Incumbent plans and carries out experiments independently to obtain the required data and solves problems according to instructions, previous training and accepted principles. Work methods involved in implementing new procedures are discussed with the supervisor and completed work is reviewed for technical soundness and pertinence to the project objectives.

3. Guidelines

Guidelines include established methodology, manuals, technical references, precedent investigations and agency policies and regulations that are not always applicable to the work. Judgment is required in selecting the most appropriate guides and references to apply to each problem. Significant deviations from guidelines are referred to senior researchers for recommended action. The incumbent must then evaluate new methods and make adaptations or modifications to solve specific problems or meet objectives.

4. Complexity

Performs a variety of established, but rather complex procedures to prepare biological materials and obtain required biochemical and biophysical measurements for clearly defined goals. Selection of methods and procedures varies to some extent depending on the identity of the sample, its physical state, and objectives to be determined. Work can normally be done by applying established methods and procedures with minor modifications.

5. Scope and Effect

The purpose of the work is to conduct experiments, analyses and develop new methodologies which will contribute to an understanding of biological processes which are important in specific problem areas associated with the research of the laboratory. The results of the work affect the scientific adequacy and accuracy of the research project and the research reputation of the organization.

6. Personal Contacts

Personal contacts are principally with scientists within the immediate work unit or other laboratories at the location. Occasionally, contacts with scientists outside the location may be needed.

7. Purpose of Contacts

Contacts are for the purpose of obtaining, clarifying, or exchanging information regarding theoretical and problematic solutions to the experimental designs and methods, plan and coordinate work with others, receive instructions, and report progress and results of work.

8. Physical Demands

The work requires standing for prolonged periods of time.

9. Work Environment

The work is performed in a laboratory and involves regular and recurring exposure to irritant chemicals. Special safety precautions are required such as fume hoods, etc. Incumbent uses protective clothing and equipment such as safety glasses, gloves, and laboratory coats when needed.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____